



Security Review

—Guidelines for Submitters – Please Distribute—

- References:**
- (a) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996
 - (b) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999
 - (c) OSR website: <http://www.dtic.mil/whs/esd/osr/index.htm>

What to Send:

"Official DoD information that is prepared by or for DoD personnel and is proposed for public release shall be submitted... if the information:

- Originates or is proposed for release in the National Capital Region
- Is or has the potential to become an item of national or international interest
- Affects national security policy, foreign relations, or on-going negotiations
- Concerns a topic of controversy among DoD Components or with other Federal Agencies
- Is presented by a DoD employee, who by virtue of rank, position, or expertise would be considered an official DoD spokesperson
- Contains technical data, including data developed under contract or independently developed and potentially controlled by the ITAR...that may be militarily critical and subject to limited distribution, but on which a distribution determination has not been made...
- Bears on any of the following subjects:

New weapon or weapons systems, or significant modifications or improvements to existing weapons or weapons systems, equipment or techniques

Military operations, significant exercises...and operations security of national or international significance

The President and/or Secretary of Defense; Command, Control, Communications, Computers and Intelligence (C4I); Information Operations (IO); Weapons of Mass Destruction (WMD); Improvised Explosive Devices (IEDs); and computer security

Military activities or application in space; nuclear weapons, including nuclear weapons effects research; chemical warfare and defensive biological warfare; initial fixed weapons basing; and arms control treaty implementation"¹

¹ DoD Instruction 5230.29 "Security and Policy Review of DoD Information for Public Release," pg. 4

Submission Guidelines:

Please include 5 unbound copies of the document being submitted for review.

“Other media” (CDRoms, DVDs, etc.) should be in a format compatible with DoD approved office software (Microsoft Office 2007).

All documents originated by DoD offices/agencies must be accompanied by a signed DD Form 1910.

U.S. Government contractors are not required to use DD Form 1910.

U.S. Government departments/agencies and contractors should use an official cover letter in lieu of DD Form 1910.

Each document being submitted should have its own individual DD Form 1910 or cover letter.

All papers being submitted by DoD academies/universities/schools require the use of a disclaimer statement.

All documents submitted to OSR for review will be treated as For Official Use Only during the review process and will be used for official purposes only. Documents marked with export control or any other limited distribution restrictions will not be accepted for review.

Clearance of presentations does not include the script if no script is provided.

Clearance of abstracts does not satisfy any requirement to clear the unabridged document prior to presentation, publication or posting on website (public release).

Final versions only. Draft versions will not be accepted.

Please note that the Department of Defense will not review documents that are already in the public domain.

Please also note that the Department of Defense will not accept documents marked as For Official Use Only or company proprietary for security review.

Forms:

DD Form 1910 – “Clearance Request for Public Release of Department of Defense Information”, accompanies documents submitted by DoD agencies.

Current versions of DoD forms are available on the OSR website:

<http://www.dtic.mil/whs/esd/osr/index.htm>

How to send:

Standard mail:

Department of Defense
Office of Security Review
1155 Defense Pentagon
Washington, DC 20301-1155

Express mail:

Office of Security Review
1777 N. Kent Street, Suite 12031
Arlington, VA 22209-2133
703-696-4671

(Note: receiver's phone number required; FedEx, UPS, DHL all accepted)

FAX:

Unclassified 703-696-4527
Classified 703-696-4521 *(Note: To coordinate receipt of classified fax, please contact SFC Ernest-Johnson at 703-696-3075)*

Email:

secrev1@whs.mil *(Unclassified only)*
SIPRnet *(Classified only; please contact OSR ahead of time to coordinate)*

Courier:

Pentagon pick-up at OSD Mailroom (3C843) (Twice daily)

Average Minimum Response Times (Upon Receipt by OSR):

Submit papers, articles and other material to ensure receipt by OSR at least 10-15 working days before the date needed. The length, complexity and content shall determine the number of reviewing Agencies and consequently, the time required for the complete review process.

Technical papers shall be received by OSR to allow at least 15-20 working days for review. More time may be needed if the material is complex or requires review by agencies outside of DoD.

Manuscripts and books shall be received by OSR to allow at least 30-45 working days for review. More time may be needed if the material is complex or requires review by agencies outside of DoD.²

Exceptions must be limited to true emergencies (Please mark as "Expedite").

² DOD Instruction 5230.29 "Security and Policy Review of DoD Information for Public Release," pg 5.

Possible Response Methods:

Please indicate desired response method in “Remarks” section of submission form or request cover letter. If no method is indicated, responses for DoD agencies will be by courier delivery to OSD Mailroom (3C843). Responses to other U.S. Government Departments/Agencies or contractors will be via U.S. mail unless otherwise requested.

Mail – U.S. mail (please allow 2 weeks for receipt).

FAX – Stamped submission form (or copy of cover letter) and first page of document only (also stamped).

Email – Stamped submission form and first page of document only.

Phone – Verbal clearance to be followed by any other requested method.

Courier – Hardcopy to OSD Mailroom (3C843) for pickup.

Results of Reviews:

- Cleared – Information may be released without restriction. Document will be stamped to indicate response.
- Cleared as amended – Amendments are binding on submitter. Red brackets identify material to be deleted. Wording may be included as additions or substitutions. Information may be released without restriction upon implementation of amendments. Document will be stamped to indicate response.
- Recommended changes – Not binding on submitter. Identifies suggested changes that clarify or amplify the information in the document for accuracy. Document will be stamped to indicate response.
- Not cleared – Information may not be released as written. Document will not be stamped.
- Returned without action – OSD unable to review due to insufficient time, material is already in public domain, or review cancelled upon request of submitter. Document will not be stamped.

Appeals:

Denials and amendments may be administratively appealed. Any such appeal should offer justification to support reversal of the decision and should be forwarded to OSR using the official mail address.

Ways to Speed up the Process:

- Send documents by FAX or email (secrev1@whs.mil) for unclassified and SIPRnet (for classified) if possible. Provide requestor's email address.
- If you do not wish to receive your response via regular mail or courier, please request response by FAX or email in the “Remarks” section of DD Form 1910 or cover letter.
- All documents submitted for review, especially by FAX or email, must be legible and in font size appropriate for review purposes (i.e. not less than 8 pitch).

- Verify before submission that accompanying DD Form 1910 is completed and signed. (This is the submitting office/agency certification that the document is unclassified and approved by the submitter for public release.)
 - Please send required number of copies of final versions only. Drafts, documents already in the public domain or versions marked as company proprietary will not be reviewed by OSR.
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